



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 7/23/14	<u>Interviewer:</u> Sue Guenter-Schlesinger	<b>RFA #14 – 18</b>
<u>Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED] or [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> WWU student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☒    Administrator ☐    Faculty ☐    Staff ☐    Student ☒  
 Concern Regarding:    Male ☐ Female ☐    Administrator ☐    Faculty ☐    Staff ☐    Student ☐

**Category:** *(Please check at least one)*

- |  |   |   |  |  |
|--|---|---|--|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color                        | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability            | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin              | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion              | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input checked="" type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input checked="" type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |   |   |  |  |

Time Line		
Date	Item	Comments
7/22/2014	[REDACTED] called for Sue and I/m w/Lynae	[REDACTED] was referred to Sue by the Counseling Center re: issues she is having with a supervisor. The employer is a vendor of Western's.
7/22/14	Email from [REDACTED] to Sue	Describing unwanted attention from supervisor at [REDACTED], as well as concern that servers are not paid their tips. A job opening at the restaurant is posted with Western's student employment website and [REDACTED] is concerned about other students being put in similar situations.
7/23/2014	Sue meeting with [REDACTED]	[REDACTED] described how she was treated by her supervisor [REDACTED]. Also identified two other Western students, [REDACTED] and [REDACTED], who have had similar experiences with this supervisor. [REDACTED] gave Sue written permission to talk with Anne Marie Theiler in the Counseling Center.
7/28/2014	LKL meeting with Caryn Regimbal.	Caryn is calling [REDACTED] and will offer to help her find another job. There are currently over 140 job openings listed with Student Employment, including several other server and barista positions. Laura will let [REDACTED] and [REDACTED] know that Caryn can help them too, although it appears that [REDACTED] has

		<p>already found other employment. Student Employment is currently listing two job openings at [REDACTED]. Caryn will pull those postings without notifying the employer that she is doing so. Postings are publicized at Western's discretion and Student Employment is not obligated to notify an employer when a posting is removed. If [REDACTED] inquires as to why the jobs are no longer listed with Western, Caryn will take a message and consult with EOO before replying and will notify her staff accordingly.</p>
7/28/2014	LKL meeting with [REDACTED]	<p>[REDACTED] called and then came into the EO Office. She is doing okay and plans to leave the job on August 5. She spoke with [REDACTED] another student who works at [REDACTED], and gave [REDACTED] our contact information. [REDACTED] is not sure whether [REDACTED] will want to contact us. Laura told [REDACTED] that Caryn is available to help her identify other employment. Caryn will call [REDACTED], but Laura also provided [REDACTED] with Caryn's phone number. [REDACTED] would like the contact information for state agencies and legal services organizations that may be able to help with her concerns, but she is busy moving right now and will get that information from EOO after she moves on August 1st.</p>
7/28/2014	LKL l/m for [REDACTED]	<p>Calling re: your employment at [REDACTED]. Caryn Regimbal can help you identify other employment if interested. Left Caryn's phone number and said Caryn could also call you if you'd like. Please call me.</p>
7/28/2014	LKL t/c [REDACTED]	<p>[REDACTED] is not working at [REDACTED] now. She was going to return to work there in the Fall, but is not going to do so after talking with [REDACTED] and [REDACTED]. She worked at [REDACTED] for seven months to gain server experience and would like to work at another restaurant but is concerned because she cannot use [REDACTED] as a reference. I told [REDACTED] that Caryn can be helpful in identifying other employment opportunities, and that Student Employment has several server and barista positions posted now. [REDACTED] took Caryn's phone number and will reach out to her about employment in the Fall. I also provided [REDACTED] with information about Labor &amp; Industries, the WA Human Rights Commission, and LAW Advocates. I told [REDACTED] that EOO is here for her and to please let us know if we can be helpful in identifying other resources for her. She was appreciative.</p>
7/29/2014	[REDACTED] t/c for LKL. Left message w/Lynae.	<p>Returning Laura's call. Best to reach her after 1:00pm.</p>
7/29/2014	LKL t/c to [REDACTED]	<p>[REDACTED] is in service learning now. Scheduled Laura to call [REDACTED] at 12:00 tomorrow.</p>
7/30/2014	LKL t/c to [REDACTED]	<p>[REDACTED] started working at [REDACTED] in February 2013 and stopped June 2014. There were times when her manager [REDACTED] made her feel uncomfortable. Most she shrugged off. One she particularly remembers: [REDACTED] asked "Hey [REDACTED], are we going to go on a date?" When [REDACTED] replied that he is "too old" for her to date, he said she was "taking it wrong" and that he was "talking about a father/daughter" outing. [REDACTED] also said that [REDACTED] is looking for a wife for his son.</p> <p>[REDACTED] says she never trusted their time card system and that the hours she worked didn't add up with how much she was paid. She says [REDACTED] took away hours, and she doesn't believe she was given all her tips.</p> <p>[REDACTED] would like Caryn's help identifying possible other employment and Laura will ask Caryn to call her.</p> <p>Laura provided [REDACTED] with information about LAW Advocates and their clinic, WA Labor &amp; Industries, and the WA Human Rights Commission.</p>



		████ asked what will happen with █████ vendor relationship with the university. She does not need to be followed up with about it.
7/31/2014	LKL t/c to Caryn Regimbal	████ is interested in talking with Caryn about finding new employment. Caryn will call █████
8/8/2014	████ t/c for Sue. Spoke briefly w/LKL.	████ quit her job at █████. She has spoken with Caryn about future employment. Caryn has helped her with her resume and is helping her find another job. █████ has been hired for a housekeeping position and is also waiting to hear back from the Rec Center about a position there.
8/12/2014	████ l/m for Sue	Please call.
8/14/2014	LKL t/c to █████	<p>████ wanted Sue to know that she quit her job at █████ and that she got a house cleaning job. Caryn from Student Employment helped her secure this job.</p> <p>████ would like to know the status of Sue's conversations with Aramark about food prepared by █████ being sold on campus. Laura told █████ that EO would provide an update to her about this in a few weeks, and █████ appreciates that.</p>